



State of Hawaii  
Department of Health  
Wastewater Branch

**Do NOT submit  
this document.**

**Guidelines for WWB-NOI Form J**

**Guidelines for Notice of Intent for Hawaii Administrative Rules,  
Chapter 11-55, Appendix J, National Pollutant Discharge Elimination  
System (NPDES) Notice of General Permit Coverage (NGPC)**

**TABLE OF CONTENTS**

<u>Note</u>		<u>Page</u>
1.	Owner Information .....	1
2.	Owner Type .....	2
3.	Operator Information .....	2
4.	System Information .....	2
5.	Receiving State Water(s) Information .....	2
6.	Circulation Water Discharge Information .....	2
7.	Location Map .....	2
8.	Flow Chart .....	3
9.	Existing or Pending Permits, Licenses, or Approvals .....	3
10.	NGPC Renewal .....	3
11.	Automatic Coverage .....	3
	a. Claiming Automatic Coverage .....	3
	b. Waiving Automatic Coverage .....	4
12.	Owner or Operator of Treatment Works Producing or Supplying R-1 Water .....	4
13.	R-1 Water Use Agreement .....	4
14.	R-1 Characterization .....	4
15.	Additional Information .....	4
16.	Authorization of Representative .....	4
17.	Certification .....	5

1. Owner Information

The owner may be the recycled water system owner. The acknowledgment of receipt of the NOI and the NGPC will be sent to the street or mailing address provided for this item.

2. Owner Type

If "Other" is checked, indicate the category type or types of the owner.

3. Operator Information

The operator is the organization or persons who manages the daily activities of the recycled water system.

4. System Information

Provide the street address or a description of where the recycled water system is located (i.e., 1234 15th Drive or northwest corner of 1st Street and X Avenue).

5. Receiving State Water(s) Information

a. Receiving State Water(s) Name

- i. If the discharge first enters a separate storm drainage system, provide the name of the receiving State water body that the separate storm drainage system enters.
  - ii. The discharge point is generally the discharge's point of first contact with receiving State waters. If the discharge first enters a separate storm drainage system, provide the coordinates to the nearest one (1) second for the outfall where the separate storm drainage system enters State waters. If possible, use the Global Positioning System (GPS) or Geographical Information System (GIS) to obtain the coordinates. Otherwise, use a U.S. Geological Survey (USGS) or any other appropriate map to interpolate the coordinates.
  - iii. State water classification is available on the Water Quality Standards Map dated October 1987 or in HAR, Chapter 11-54.
- b. Attach the information requested in Item 5.a. on a separate sheet if there are additional discharge points (i.e., along the length of the irrigation system, etc.). Properly label the discharge points with numbers which correspond to the location map(s) and flow chart(s) submitted. If there are multiple inlets to a single discharge point and multiple discharge points, designate which inlet leads to each discharge point.
- c. Discharges applicable to Item 5.c. include any recycled water which discharges to the roadway right-of-way and which flows into a separate storm drainage system or initially enters a separate storm drainage system through a direct connection. Provide the coordinates to the nearest one (1) second where the circulation water enters the separate storm drainage system or roadway right-of-way. If possible, use the GPS or GIS to obtain the coordinates. Otherwise, use USGS or any other appropriate map to interpolate the coordinates.

6. Circulation Water Discharge Information

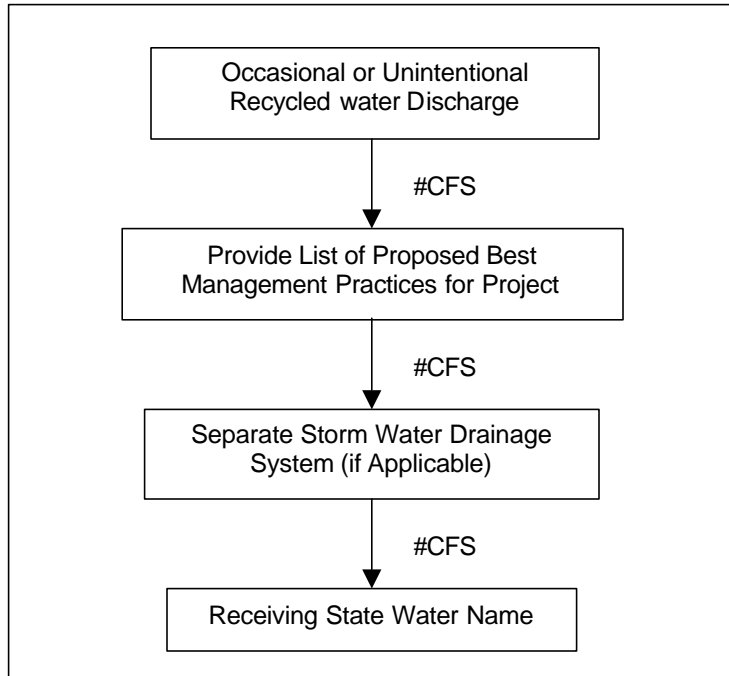
- a. Type(s) of activity for which the recycled water is to be used (i.e., cooling water, irrigation, etc.).
- b. Report the amount of recycled water used or conveyed through the recycled water system in gallons per day.

7. Location Map

- a. Provide the location map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches. Show at least one mile beyond the property boundaries of the recycled water system on the map.

- b. Indicate the intake and discharge point(s) associated with the recycled water system on a plat map or other appropriate map, including all of the required information.

8. Flow Chart



An example of a line drawing indicating how the occasional or unintentionally discharged recycled water flows through the recycled water system. Indicate any best management practices which are to be used.

9. Existing or Pending Permits, Licenses, or Approvals

- a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.
- b. Others (i.e., Underground Injection Control file number).

10. NGPC Renewal

If this is a WWB-NOI Form for NGPC renewal, provide the NGPC file number previously assigned to this facility in the space provided.

11. Automatic Coverage

- a. Claiming Automatic Coverage

The owner may request automatic coverage under the applicable NPDES General Permit if the WWB-NOI Form is for a new discharge and he/she believes that the WWB-NOI Form J is complete, the filing fee has been paid, and that they are complying with the applicable NPDES General Permit requirements. In order to claim automatic coverage, the NOI shall contain all site-specific plans, contractor information, and all necessary permits. The risks involved with claiming automatic coverage include:

- i. The WWB-NOI Form may later be found to be incomplete by the Director or by a court;
- ii. The owner may not be covered under the terms of the General Permit, even if the WWB-NOI Form is complete;

- iii. The owner may be acting in conflict with the NPDES General Permit or HAR, Chapter 11-55 even if the owner or general contractor is complying with its WWB-NOI Form; and
- iv. The Director may modify, revoke and reissue, or terminate an NGPC under HAR, Section 11-55-34.11.

b. Waiving Automatic Coverage

The owner and operator agree to wait until receipt of the NGPC issued by the Department before starting the activity or discharge.

12. Owner or Operator of Treatment Works Producing or Supplying R-1 Water

Provide information if the owner or operator of the treatment works is different from the permittee. If this information is already provided in the R-1 Water Use Agreement, please indicate as such on the NOI Form (i.e., "see response to Item 13").

13. R-1 Water Use Agreement

Provide a copy of the agreement(s) relating to R-1 water use between the permittee and the owner or operator of treatment works producing the R-1 water, if the owner or operator is different from the permittee. Prices listed on the agreement(s) may be blacked-out or removed.

14. R-1 Characterization

Provide quantitative data of the R-1 water in the recycled water system from the treatment works. If this information is already provided in the R-1 Water Use Agreement, please indicate as such on the NOI Form (i.e., "see response to Item 13").

15. Additional Information

Any other site-specific information pertaining to the project may also be provided in this section. Additional sheets may be attached with reference to Item 15.

16. Authorization of Representative

- a. Alteration of the text in this item will result in the invalidation of the authorization statement(s).
- b. Authorization statements are provided for the owner to complete as required. Options include statement a, b, c, a and c, or d.
  - i. Option "a": This authorization begins with NOI processing and ends upon the owner's receipt of the NPDES Notice of General Permit Coverage.
  - ii. Option "b": This authorization begins with NOI processing and ends upon termination of the discharge to State waters.
  - iii. Option "c": This authorization begins upon the owner's receipt of the NGPC and ends upon termination of the discharge to State waters.
  - iv. Option "d": If authorization statements a, b, and/or c do not meet the intent of the authorization, the owner or its duly authorized representative may attach a separate authorization statement specifying the limited authorization of the representative.

- c. Additional information will be requested from the authorized representative (with a copy to the owner) at the street or mailing address or phone or fax number provided for this item, as applicable.
- d. Provide the duly authorized representative's information in the applicable item(s). There shall be only one duly authorized representative at any time. The designated duly authorized representative may be changed by the owner at any time during the processing of the WWB-NOI Form or the term of the NGPC. The duly authorized representative will no longer be authorized effective on the date of receipt of any new authorization statement from the owner.
- e. Pursuant to HAR, Section 11-55-34.08(f), all other reports or responses to requests for information required by the director shall be signed by a person designated in HAR, Section 11-55-07(a) or by a duly authorized representative of that person.
- f. HAR, Sections 11-55-07(b) and (c) state:
  - "(b) A person is a duly authorized representative only if:
    - (1) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, superintendent, or position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (A duly authorized representative may thus be either a named individual or any individual occupying a named position.);
    - (2) The authorization is made in writing by a person designated under subsection (a); and
    - (3) The written authorization is submitted to the director.
  - (c) If an authorization under subsection (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of subsection (b) must be submitted to the director prior to or together with any reports, information, or applications to be signed by an authorized representative."

17. Certification

- a. Do not alter the statements in or format of this item. Alteration of this item will result in the invalidation of this WWB-NOI Form submittal.
- b. The person certifying this WWB-NOI Form must meet one of the descriptions as indicated in this item and be employed by the owner listed in Item 1.

